

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Crew Leader II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs crews for preparation and cleaning up of city facilities before and after special events.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Ensures correct equipment placement for events by making ice, setting up dasher and putting glass in for ice hockey, covering ice with portable floor, removing hockey glass, installing end zone bleachers for basketball, installing field, installing goal posts and putting pads on dasher boards for football, and building stage and setting up chairs for graduations, concerts, boxing matches and other events, setting out and skirting tables for meeting rooms or trade shows.
2	H	Maintains facilities by ensuring building is swept and mopped after every event, assigning tasks, and supervising employees and allocating resources.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Four years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read the event sheet and diagrams.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write evaluations and supply orders.
Managerial	Managerial responsibilities include scheduling work assignments.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

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Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Checking job assignments
Sitting	F	Ordering supplies
Walking	R	Around the job site
Lifting	F	Supplies and equipment
Carrying	F	Supplies and equipment
Pushing/Pulling	F	Setting up equipment
Reaching	R	Hanging curtains
Handling	F	Equipment
Fine Dexterity	N	
Kneeling	F	Putting down the football field
Crouching	F	Putting down the football field
Crawling	F	Putting down the football field
Bending	F	Putting down the football field
Twisting	F	Building the stage
Climbing	R	Stairs
Balancing	F	On equipment
Vision	F	Observing work duties
Hearing	F	Communicating with personnel, listening to equipment
Talking	F	Communicating with personnel
Foot Controls	F	Operating equipment
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Forklift, scrubber, vehicle, buffer, impact gun, hand tools

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Indoor scope area

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)